



Notary Bulletin

Nebraska Secretary of State John A. Gale

Winter 2012

Steps to renew a notary commission

Nebraska notaries may renew their notary public commissions within 30 days prior to the expiration date of their current commissions, according to Secretary of State John Gale.

Individuals applying for renewal commissions should submit the following items correctly completed to the Secretary of State's Office: (1) a renewal application, (2) a \$15,000 surety bond, (3) a \$30 renewal fee and (4) a U.S. Citizenship Attestation Form.

Nebraska law provides that any renewal application made after the expiration date shall be made in the same manner as an application for a new notary commission, Gale said. To obtain a new notary commission, applicants are required to pass a test.

There are strict deadlines for renewal applications, Gale noted. As a general rule, renewal items must be received in the Secretary of State's Office no later than 5 p.m. on the commission expiration date.

If your commission expiration date falls on a weekend, the renewal items must be received by 5 p.m. on the Friday preceding the weekend. If your commission expiration date falls on a holiday during the business week, the renewal items must be received by 5 p.m. on the preceding business day.

Once all materials are received in a timely manner, our office will process the materials and send your renewal notary commission certificate via U.S. mail.

You can order your new notary ink stamp from various vendors. A surety bond may be purchased from most full-service insurance agencies or a notary association.

Please use this address for all correspondence: Notary Division, P.O. Box 95104, Lincoln, NE 68509-5104. Please make your check or money order payable to: Nebraska Secretary of State or Notary Division.

[View information and forms](#) regarding new and renewal notary applications.



Here is a sampling of notary public violations

The Notary Bulletin on a regular basis will highlight notary disciplinary cases undertaken by the Secretary of State's Office.

Here are some recent examples of notary violations:

■ A notary was admonished for inconsistently signing her name. Signature inconsistencies may cause notarized documents to be unnecessarily called into question. When there is a question regarding the notarization of a document, the notary's signature on the document will be compared to the notary's signature on file with our office. Notaries should make every attempt to sign their signature as it appears on their notary application.

■ A notary was admonished for notarizing a real estate document containing blanks. In this case, real estate documents were being signed and notarized prior to completion. Notarized documents containing blanks are susceptible to alteration after execution. If a notary is asked to notarize a document containing blanks, the notary should request the signer to cross through the blanks or complete them before notarizing the document.

This is a publication of the Nebraska Secretary of State's Office, P.O. Box 94608, Lincoln, NE 68509-4608. If you have questions or comments, email us at sos.notary@nebraska.gov or call (402) 471-2558. [View the notary section](#) of the secretary of state's website.